



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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Clifford S. Mitchell, MS, MD, MPH, Director, Environmental Health Bureau

Donald Shell, MD, MA, Director, Cancer and Chronic Disease Bureau

HEALTH OFFICER MEMORANDUM

DATE: June 16, 2014

CCPC HO Memo #14-20

TO: Health Officers

CRF Cancer Program Directors, Coordinators and Staff

SAHC CRF Program Directors, Coordinators, and Staff

FROM: Barbara Andrews, M.S. Ed, R.D., Program Manager

Cigarette Restitution Fund Programs Unit, Center for Cancer Prevention and Control

RE: **Teleconference on CRF Cancer Programs – Wednesday, June 18, 2014**

Attached is the agenda for the Teleconference on **Wednesday, June 18, 2014**, from 10:00am-12:00p.m.

PLEASE GO SLOWLY AND FOLLOW THE PROMPTS

Dial in to the following “Meeting Place” dial in number: **410-225-5300**

Give the following **Meeting ID Number: 0036#**

When entering the Meeting ID Number, follow by the # sign.

If there are problems, we will send out an e-mail notifying you about what is happening, so please check your e-mail. If you have any trouble dialing into the audio-conference call, please contact DHMH Teleconference Services at (410) 767-5108. A staff member will assist you in your connection to the audio-conference. **Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all. **Please turn your phone to MUTE** unless asking a question at the teleconference. You may connect into the conference call **as early as 9:55 AM, NOT SOONER, PLEASE.**

Attachment (E-mailed to Health Officers and CRF/CPEST Program Directors/Coordinators)

cc: Michele Spencer/Donna Gugel/Donald Shell

Courtney Lewis/Sarah Hokenmaier

201 W. Preston Street, Baltimore, Maryland 21201

410-767-6742 Fax 410-333-5995

Toll Free 1-877-4MD-DHMH TTY for Disabled

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500 N. Calvert Street, 5th Fl, Baltimore, Maryland 21202

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Web Site: <http://phpa.dhmh.maryland.gov>

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**CRF-Cancer Prevention Education Screening and Treatment Teleconference
DHMH Center for Cancer Prevention and Control
Wednesday, June 18, 2014, 10:00 AM-12:00 PM**

Dial in to the following “**Meeting Place**” dial in number:

410-225-5300.

Meeting ID Number: **0036#**

Agenda

The Program staff is encouraged to listen and participate on the Monthly CRF-CPEST Teleconferences. The current URL for the announcements and agendas of the teleconferences and other health officer memos is:

<http://phpa.dhmh.maryland.gov/cancer/SitePages/homemos.aspx>.

Conference Call Procedures

- A. Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all.
- B. Please turn your phone to MUTE** unless asking a question at the teleconference.
#5 can be used from your cellular and land lines to **MUTE** your phone once you have called in. To **UNMUTE**, hit #5 again.
- C. Please do not place call on hold** if you must step away briefly, or we will hear your music.

1. Minority Outreach and Technical Assistance (MOTA) – Christine Wiggins

The Fiscal Year (FY) 2015 MOTA RFA period closed as of April 28th and The Office of Minority Health and Health Disparities completed their review of grant applications. We hope to announce the newly awarded FY 15 grantees by mid June 2014.

If anyone has questions, please feel free to contact:

Ms. Christine Wiggins, MS, CHES, Director, Health Disparities Initiatives, Office of Minority Health and Health Disparities at christine.wiggins@maryland.gov or 410-767-8954

2. Maryland Skin Cancer Prevention Program – Roberta Herbst

For information or questions, please contact:

Roberta M. Herbst, M.S.

Director of Programs and Communication

Center for a Healthy Maryland, Inc.

MedChi, The Maryland State Medical Society

1211 Cathedral St., Baltimore, MD 21201

410-539-0872 or 800-492-1056, ext. 3340 Fax: 410-649-4131 www.healthymaryland.org

3. Center for Cancer Prevention and Control – Barbara Andrews

- **Please share the following position vacancy postings with others you believe may be interested and/or willing to share with others.**

CCPC Medical Director:

The Medical Director position will be in the Center for Cancer Prevention and Control at the MD Dept. of Health and Mental Hygiene and will provide medical direction and guidance to the Director and Deputy Director of the Center, including the provision of clinical consultation on medical questions, participation in programmatic clinical meetings, and the development of medical guidelines. This position provides oversight and direct supervision of the Maryland Cancer Fund and the Breast and Cervical Cancer Diagnosis and Treatment Program within the Center for Cancer Prevention and Control. Please see the link below for details and application instructions: <http://www.jobaps.com/MD/jobs/dhmh/details.asp?R1=14&R2=004609&R3=001>

4. Education and Training – Barbara Andrews

- **Community Health Educator III – Vacant position.** We are currently interviewing for this position.

5. Surveillance and Evaluation Unit (SEU) Updates

- **Reminder: Survey on Provider Colonoscopy Feedback Reports – Kelly Richardson**

A link to a Survey Monkey online survey regarding Colonoscopy Feedback Reports (provider-specific reports for colonoscopy quality assurance) were sent to each jurisdiction per **HO Memo #14-17**. We ask that you take the on-line survey with **one response** per program by **Friday, June 20**. Please let me know if you have any questions or need any help.

- **Mapping CDB Data- Annette Hopkins**

We are currently investigating adding a mapping function within the CDB and are looking for feedback on what types of maps and data would be the most useful to your programs.

- **Diagnosis & Treatment Data Entry-Annette Hopkins**

Please refer to Attachment 1, “CDB Guidance for Diagnosis and Treatment Only Cycles”. This document can also be found on the CDB Help Menu.

- **Progress Report Feedback – Alyse Weinstein**

Based on review of the bi-annual progress reports, a guidance document was created to standardize responses, specifically for the Performance Measure Action Plan (PMAP) and the progress report narrative. Please refer to Attachment #4 when preparing your bi-annual progress reports.

- **CDB Training:** Training is offered monthly. See HO Memo #13-43 for 2014 training dates. The next two scheduled trainings are for **Monday, July 7 and Monday, September 8, 2014**.

Please contact Lorraine Underwood to register for training and further instructions at 410-767-0791 or via e-mail at lorraine.underwood@maryland.gov.

If you have any problems such as connecting to the EDB and CDB or navigating the system, you may contact:

Lorraine Underwood at lorraine.underwood@maryland.gov 410-767-0791 (Main number)

Jia Soellner at jia.soellner@maryland.gov 410-767-0815

dhmf.cdbhelp@maryland.gov (Client Database)

dhmf.edbhelp@maryland.gov (Education Database)

6. Administrative and Fiscal Issues– Barbara Andrews

- **FY 15 CRF-CPEST Grant Application Reminders:**
 - **DHMH Forms 4542 for your budgets, performance measures, etc. are available at: http://dhmf.maryland.gov/SitePages/sf_gacct.aspx**
 - **Submit your completed grant application to the following: dhmf.ugacrfcancer@maryland.gov**
 - **Consider adding reimbursement for diagnosis, treatment and/or co-pays, co-insurance and deductibles to your grant application. Speak with your local leadership.**
 - We are requiring that you run the CDB QA reports on a routine basis, at least quarterly, **(on or before September 30, December 31, March 31 and June 30 of each year)**, and that you incorporate this process into your policies and procedures.
 - We are requiring that each CRF-CPEST client/enrollee be educated about the Smoking Cessation “Quit Line” and encourage CDB data entry regarding this education in the Core Demographic Screening Form, page 3 of 3 under “Provided literature/information to client on dangers of tobacco use...”

Therefore, please ensure that you update your program’s policies and procedures on the above following the instructions provided in the FY15 CRF-CPEST/Public Health Grant application instructions.

- Site Visits for FY 2015 - See Attachment 2
- CRFP Unit Lead Contacts – See Attachment 3
- **CRF-CPEST FY 2014 End of Year Progress Reports.** These reports are due July 31, 2014. Please refer to HO Memo #13-46 for the template and instructions. Suggestions for enhancing your FY14 End of Year Progress Reports Alyse Weinstein Cooper has prepared some bullets for her review of past reports and areas that might be improved on.

7. Clinical Issues-Kathleen O’Connor

- **Administrative/Clinical** – Standards of Care for Case Management Training, based on October 2013 (Health Officer Memo #13-43). These training sessions are planned for both new CRF-CPEST Local Program staff and others as a refresher on case management guidance. Currently the planned topics include:
 - Case Manager Responsibilities

- Oversight of Contracted Providers
- Results Notification and Recall Notification
- Linkage to Care
- Diagnosis and Treatment
- Other Topics as requested, such as:
 - Writing Local Program operational policies and procedures
 - Technical Assistance with Local Program case management activities
 - Case Management “Tools” and sharing of Best Practices
- **Training Sessions:**
 - 2 – 3 hours per session, curricula may be tailored to Local Program priorities
 - Offered every other month or more as needed
 - May be scheduled at DHMH; may be offered regionally

For more information or questions, please contact:
 Kathleen O'Connor RN, BSN, MS
 Nurse Consultant
 CRFP Unit, Center for Cancer Prevention and Control
 kathleen.oconnor@maryland.gov
 Phone: 410-767-0777

Future monthly teleconferences are scheduled for the third Wednesday, 10:00 a.m. to 12:00 noon, unless advised otherwise, of each month in 2014 calendar year:

July 16, Aug. 20, Sept. 17, Oct. 15, Nov. 19, Dec. 17.

For information on other Center for Cancer Prevention and Control Programs, please see contact list below.

Breast and Cervical Cancer Program and Colorectal Cancer Control Program:

Dawn Henninger – 410-767-5141, Dawn.Henninger@Maryland.gov

Breast and Cervical Cancer Diagnosis and Treatment Program:

Jackie Richter – 410-767-5738, Jackie.Richter@Maryland.gov

Maryland Cancer Fund:

Sandra Buie-Gregory – 410-767-6213, Sandra.Buie-Gregory@Maryland.gov

Maryland Cancer Registry:

Kimberly Stern – 410-767-5521, Kimberly.Stern@Maryland.gov

Maryland Comprehensive Cancer Control Program:

Meredith Truss – 410-767-5641, meredith.truss@maryland.gov